

***Arlington School Committee Regular Meeting
Tuesday, October 28, 2014
5:30 PM***

*Policies & Procedures Subcommittee
Arlington High School School Committee
Room 869 Mass Avenue, 6th Floor Arlington,
MA 02474*

Opening Remarks

Public Participation

Review School Committee Policies

- *EB Safety Program*
- *EBC Emergency Plans*
- *EBCB Fire Drills*
- *EBCC Bomb Threats*
- *EBCCD Emergency Closings*
- *GBGB, Staff Personal Security and Safety*
- *JEB Policy on Entrance Age*
- *JF Policy on School Admissions*
- *BE School Committee Meetings*
- *BEDB Agenda Format/Prep & Dissemination*
- *New Policy for Novus Agenda for review*

Next meeting date

Adjournment

Submitted by Mr. Judson Pierce, Subcommittee Chair

**The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

***Stated times and time amounts (listed in parenthesis) are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

Submitted by: Bill Hayner, Chair, Arlington School Committee



Town of Arlington, Massachusetts

Review School Committee Policies

Summary:

- EB Safety Program
- EBC Emergency Plans
- EBCB Fire Drills
- EBCC Bomb Threats
- EBCD Emergency Closings
- GBGB, Staff Personal Security and Safety
- JEB Policy on Entrance Age
- JF Policy on School Admissions
- BE School Committee Meetings
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ATTACHMENTS:

Type	Description
Backup Material	Policies to review
Backup Material	Novus Agenda draft document for review

SAFETY PROGRAM

Accidents are unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by developing policies that support taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school facilities, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will be considered a facet of the instructional program of the schools. Instruction will include accident prevention, fire prevention, emergency procedures, good health practices, traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility. To ensure a district-wide standard of safety procedures, every member of the faculty and staff will be provided a copy of the School Committee's "Emergency Protocols."

LEGAL REF.: M.G.L. 71:54 – 71:57 and Acts of 1985c 614 Sec I Board of Education 603 CMR 36:00

CROSS REFS.: EEAE, School Bus Safety Program

GBGB, Staff Personal Security and Safety

IHAM, Health Education

JLI, Student Safety

Revised and Approved by School Committee October 28, 2008

Arlington Public Schools

EMERGENCY PLANS

Advanced planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire drills:

1. to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and
2. to give staff practice in carrying out their assigned responsibilities for building evacuation.

CROSS REF.: EBCD, Emergency Closings

EBCE, School Closings and Cancellations

REF.: Arlington Public Schools Emergency Protocols Manual

Revised and Approved by School Committee October 28, 2008

Arlington Public Schools

FIRE DRILLS

To ensure that students and staff realize the importance of preparing for emergency action in case of fire, each employee and student shall be instructed in regard to his conduct during a fire drill. Personnel shall conform to these procedures based on state regulations:

1. The Principal shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved.
2. The Principal shall see that each class instructor or supervisor receives proper instructions in the fire drill procedure for the room or area in which that person carries out his duties, before he/she assumes such duties.
3. Students shall be advised of the fire drill procedure or shall take part in a fire drill within three days after the start of school. Evacuation plans should be posted in each room.

Further, an up-to-date list of children with physical challenges shall be maintained and responsibility for their evacuation should be assigned to specific school personnel by the first day of school.

LEGAL REF.: Massachusetts Department of Safety Regulations,
Chapter 148, Sec. G-L, #16

Revised and Approved by School Committee October 28, 2008

Arlington Public Schools

BOMB THREATS

All bomb threats will be taken seriously, recorded on the Bomb Threat Form and immediately reported to 911.

The Principal or designee will instruct those who receive a bomb threat to record the exact statement made by the caller on the Bomb Threat Form. The terminology and expressions and whether male or female are of definite significance, as are any other clues which may be obtained. It is important to know the locale of the bomb, whether it is in the building or outside. Also, on those phones with caller ID, the calling number and name when available should be recorded.

REF.: Arlington Public Schools Emergency Protocols Manual

EMERGENCY CLOSINGS

The Superintendent is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore if conditions affect only a single school, only that school shall be closed.

In making the decision to close schools, the Superintendent or his designee shall consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted
2. Driving, traffic, and parking conditions, affecting public and private transportation facilities
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent shall weigh these factors and shall take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring districts. Students, parents, and staff shall be informed early in each school year of the procedures, which will be used to notify them in case of emergency closing. When schools are closed for emergency reasons, staff members shall comply with School Committee policy in reporting for work.

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Prior to employment in the school system, all employees will submit evidence of freedom from tuberculosis, as specified by state law. Prospective candidates who will be taking the written examination for a teaching position must also file with the Superintendent's office a record of having passed a physical examination taken not more than 90 days prior to the date of the written examination. Additional physical examinations will also be required of bus drivers and food handlers as law or state regulations require.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

LEGAL REFS.: M.G.L. 71:54; 71:55B; 71:55C

CROSS REFS.: EB, Environmental and Safety Program
GCBD, Professional Staff Fringe Benefits
GDBD, Support Staff Fringe Benefits

ENTRANCE AGE

The School Committee has the authority, within the limits of the law and State Board of Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

CROSS REFS: JEA, Compulsory Attendance Dates
 JF, School Admissions

Revised: **September 27, 2005**

SCHOOL ADMISSIONS

Children meeting the entrance age requirement who have never attended school shall be admitted by the Principals. Children entering the Arlington schools from other schools shall be admitted at whatever time in the year they qualify for and request admission. In general, transfer students will be placed at the grade levels to which they were assigned in their previous schools.

Registration of Kindergarten Children

Advance registration for prospective kindergarten students shall take place in April. Every student seeking admission to school for the first time must present proof of residency, a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee.

LEGAL REFS.: M.G.L. 15:1G, 76:1, 76:5, 76:16

CROSS REFS.: JEC, Entrance Age

Revised: February 6, 2006

SCHOOL COMMITTEE MEETINGS

The meeting is the vehicle through which the School Committee must, as a unit, determine its course and make decisions in the exercise of its authority and responsibility. The Committee recognizes the value of an informed community and encourages attendance at its meetings.

Meetings of the Committee shall be classified as follows:

- organizational
- regular
- special
- adjourned
- emergency
- public hearing

Time and Place

All regular, special, and adjourned meetings and public hearings shall begin at 6:30 p.m. unless otherwise voted by the Committee

Meetings shall take place at the School Committee Room on the 6th floor, Fusco Building, Arlington High School, unless otherwise voted by the School Committee or unless an emergency requires otherwise, in which case the Chairperson and/or the Superintendent shall make appropriate arrangements.

Every meeting of the School Committee will be open to the public unless an executive session is held in accordance with state law.

Adjourned Meetings

An adjourned meeting shall be held only for the purpose of completing the business of a previous meeting's agenda, if the pending items of business cannot be added to the agenda of the next regular meeting. The time for an adjourned meeting shall be determined by a majority vote of the Committee members present at the time of adjournment of the unfinished meeting.

The administrative secretary will attempt to notify any member who was absent when the decision was made regarding the adjourned meeting.

Emergency Meetings

An emergency meeting may be called only under the most extreme conditions, when it is impossible for a Committee decision to be delayed the 48 hours required for a special meeting. Such a meeting may be called only by the Chairperson or Superintendent.

Every possible effort shall be made by the Chairperson and/or secretary to notify every member of the Committee

Any decisions made at an emergency meeting shall be entered into the minutes of the next regular meeting.

LEGAL REFS.: M.G.L. 39:23A, 23B, 23C; 66:17C

CROSS REFS.: BDA, School Committee Organizational Meeting
BD subcodes (all relate to School Committee Meetings)
BEC, Executive Sessions
BEDA, Notification of School Committee Meetings

Revised and approved by School Committee 1/25/2011

AGENDA FORMAT/PREPARATION AND DISSEMINATION

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative secretary of the Committee for preparation and delivery to the members, notice to the press, and posting on bulletin boards of all schools. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members on the Monday preceding the School Committee meeting except for emergencies.

In addition, the administrative secretary shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website and notification of the posting to be distributed through parent lists:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
 - Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included among the items of business to be considered at each regular meeting:

- Public participation and discussion
- Consent Agenda
- Secretary's report
 - a. Communications
 - b. Approval of minutes (if removed from Consent Agenda)
- Unfinished business
- Superintendent's report
- Report of special committees
- New Business

The committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the chairperson of the committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Citizens may submit such requests to the school committee chair through the committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

Arlington Public Schools

Supplementary Materials

Unless otherwise provided for in School Committee policy or unless the chair and Superintendent consider that an emergency (as defined by law) exists, all materials and information pertinent to the business of a meeting shall be delivered to the members, the Superintendent and the assistant Superintendents, no later than the tentative agenda, in the case of regular and planning meetings, or the final agenda, in all other cases.

Copies of materials pertinent to open session business shall be compiled by the secretary in one folder for perusal by spectators at each School Committee meeting and shall be given to the press in advance, whenever possible.

Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the chair will read the following paragraph and the list of items included in the Consent Agenda:

"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "

CONTRACT REFERENCE:	AEA (Unit A & B)
CROSS REF:	BDDH, Public Participation at School Committee Meetings
Revised and approved:	October 13, 2011

Novus Agenda Agreement for the School Committee

Policy

The School Committee (Committee) have recognized that the development of digital meeting agendas and packets will work best if a policy is adopted to ensure that the workflow and timeline defined in the NovusAgenda Best Practices Guide is followed. Agenda submitters and agenda creators shall abide by the NovusAgenda Best Practices Guide to ensure that agendas and packets are created accurately and on-time without the burden of the last minutes changes that exist in an ad-hoc workflow.

NovusAgenda Best Practices Guide (Guide)

Timeline

The submission of materials, incorporating materials into the agenda, the delivery of materials to the Committee, and the posting of materials to the Town Clerk and on the website are all time sensitive and dependent on one another. Setting hard deadlines for each event will help standardize the workflow, hold the people involved accountable for timeliness, and reduce the strain that occurs due to last minute changes. The following chart outlines the responsible party and timeframe that each event shall occur.

SCHOOL COMMITTEE		
Event	Responsible Party	Timeframe
Agenda material submission begins	Department Heads, Superintendent, School Chair	Can begin at any time before the meeting
Agenda material submission ends	Department Heads, Superintendent, School Chair	10am, 3 workdays prior to the meeting
Agenda finalized	Administrative Staff	4pm, 2 workdays prior to the meeting
Meeting Packet finalized	Administrative Staff	4pm, 2 workdays prior to the meeting
Meeting Packet made available to the members	Administrative Staff	4pm, 2 workdays prior to the meeting
Agenda posted to Clerk and website	Administrative Staff	4pm, 2 workdays prior to the meeting
Meeting Packet made available to the public	Administrative Staff	10am, day of the meeting

Accountability

The Guide is necessary to ensure effective and efficient business practices. Abiding by the Guide will produce the best results. Holding oneself and others accountable to the Guide will ensure harmony within the daily activities and workflow related to meeting materials. Material Submitters are considered anyone who submits an agenda item or agenda item reference materials, including Committee members, Committee Chair, the Superintendent, and Department Heads.

Commitments

Material Submitters for School Committee

- A. Shall submit reference materials for inclusion in the agenda packet early, if possible, but no later than 10am, 3 workdays prior to the meeting. If this deadline cannot be met, the Administrative staff have the right enforce the Guide.
- B. Shall notify Administrative staff, prior to 10am, 3 workdays prior to the meeting if reference materials will not meet that deadline. This will provide clarity to the Administrative staff and if this deadline cannot be met, the Administrative staff have the right enforce the Guide.
- C. Shall agree that agenda items and reference materials that do not meet the deadline of 10am, 3 workdays prior to the meeting will not be included and will be moved to the following meeting.

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- D. Shall submit reference materials digitally as a Microsoft Office compatible file, a PDF, a common image format, or as an email. Preferably, the reference material shall be delivered through email. The NovusAgenda system will produce ADA Compliant materials as long as the source materials are in their native, vector format.
 - a. For example, a document created in Microsoft Word shall be delivered in Microsoft Word format or converted from Microsoft Word format to PDF format. This process maintains a file's native, vector format which is ADA Compliant. This same file would not maintain its native, vector format and no longer be ADA Compliant if it is printed, then scanned. This process creates an image of the document and images are not ADA Compliant.

School Committee Administrative Staff

- A. Shall accept agenda items and reference materials at any time prior to any deadline for any School Committee meeting. NovusAgenda allows users to create as many future meetings as needed, so adding future materials is acceptable.
- B. Shall prompt a Material Submitter to submit reference materials in digital format as described in D of the previous section, if paper materials were received.
 - a. Receiving paper and scanning materials should be avoided when possible.
- C. Shall enforce the Guide if the Material Submitter cannot meet the reference material submission deadline.
- D. Shall post the agenda by 4pm, 2 workdays prior to the meeting.
 - a. The agenda as described here is typically a one to two page document with just the agenda outline and does not include any related documentation.
- E. Shall make the agenda packet in HTML format, accessible through the NovusAgenda Board View, available to the Committee by 4pm, 2 workdays prior to the meeting.
 - a. It shall be known by all parties that the HTML format agenda packet is dynamic and updates made to the packet by Administrative staff in NovusAgenda can easily be made available to the Committee.
 - b. It shall be known by all parties that the PDF format agenda packet is not dynamic and updates made to the packet by Administrative staff in NovusAgenda cannot easily be made available to the Committee.
 - i. The PDF version of the agenda packet will only be made available to the Committee when the entire packet is finalized. This will account for any materials that are submitted and accepted as being late and will lessen the chance that a Committee member downloaded a PDF version of the packet that is incomplete or outdated.

- F. Shall notify the Committee when the agenda packet is finalized and available in PDF format.
- G. Shall be prepared to print agendas, certain reference materials, or entire agenda packets as requested.

School Committee

- A. Shall request printed agendas, certain reference materials, or entire agenda packets from the Administrative Staff prior to 10am on the day of the meeting.

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- a. Although printing materials is something we prefer to avoid, certain situations may warrant printing.
- B. Shall accept the agenda packet in HTML format, accessible through in the Novus Agenda Board View, as the sole meeting packet made available to the Committee by 4pm, 2 workdays prior to the meeting.
 - a. It shall be known by all parties that the HTML format agenda packet is dynamic and updates made to the packet by Administrative staff in NovusAgenda can easily be made available to the Committee.
 - b. It shall be known by all parties that the PDF format agenda packet is not dynamic and updates made to the packet by Administrative staff in NovusAgenda cannot easily be made available to the Committee.
 - c. The PDF version of the agenda packet will only be made available to the Committee when the entire packet is finalized. This will account for any materials that are submitted and accepted as being late and will lessen the chance of outdated PDF packets being downloaded and used.

